

Small Business Management Seminar

for

Directors and Administrators

Tuesday, April 24, 2012

11:30 a.m. - 1:30 p.m.

Frayser Branch Library

3712 Argonne

Memphis, TN 38127

Time Management **“Ideas for More Effective Use of Your Time”**

Personal time management skills are essential for business and professional success.

Child care providers especially are caught in the crunch with a lot of paperwork, multiple daily tasks, many crises and interruptions, and little time to relax.

Improving your organizational skills can lead to a more systematic way of managing your time. This seminar is designed to give you tools and strategies on using your time more effectively.

PRE-REGISTRATION IS REQUIRED TO ATTEND THE CLASS

To register, contact John Garnett at #888.413.2232. Students participating in the seminar will receive a certificate for the training hours completed.

**Tennessee Department of Human Services
Child Care Business Services**

